

**SYSTEM AND METHOD FOR MATCHING EMPLOYMENT  
OPPORTUNITIES WITH JOB-SEEKERS USING THE INTERNET**

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Background of the Invention

Field of the Invention

This invention relates generally to an employment recruitment system and, more particularly, the invention relates to methods and systems for internet-based recruitment.

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Description of the Related Art

There are various ways a job-seeker can search and find employment opportunities. Employment opportunities can be searched by looking at advertisements in the media, by looking at postings on employers' corporate web sites, by looking at postings on the Internet job sites, or by using the services of recruiting firms.

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Searching for jobs by looking at advertisements in the traditional media such as newspapers or magazines has become less popular as a result of more effective alternative channels of searching becoming available. Advertisements in the traditional media are disadvantageous in that they do not provide timely notice of the employment positions to the job-seekers. The job opening must be described, and then dispatched to the advertising department of whichever media was selected to publish the job opening. Typically, the job opening will not even be published until the next scheduled publication date. Additionally, such advertisements are normally viewed by only a limited number of subscribers, resulting in limited exposure of the advertised employment opportunities.

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On the other hand, employment positions on the corporate web site are published immediately and are available for review by any job-seeker. While the publication of the employment positions is instantaneous and the employment positions are readily accessible to anyone with an Internet connection, the job-seeker must first be aware of the company's existence. The job-seeker must also have sufficient interest in the company to log onto the corporate web site before he or she can become aware of the employment positions at the company. This method also limits the exposure of the

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available employment positions to job-seekers. Exposure of the employment positions is important to both the employer and the job-seeker.

Various Internet job sites address the problem of limited exposure of the employment positions. Any job-seeker can log onto an Internet job site and have ready access to all the employment positions that were posted to the site without having to know of or have specific interest in any particular company. This method provides an improvement over posting employment positions on the corporate web sites for the employers since this method provides greater exposure of the employment positions to the job-seekers. However, this method also has drawbacks because no provisions exist for a job-seeker or an employer who desires to remain anonymous until mutual interest has been established. This lack of confidentiality poses particular hardship for a job-seeker at an executive-level. Employment opportunities at an executive-level are not as fungible as an employment opportunity at a less experienced level due to the special skills and experience level required for these positions. As a result, the ability to remain an anonymous candidate until mutual interest has been established may be an important criterion in the executive's job search.

Most Internet job sites require that the executive post his or her resume or respond directly to the employer or recruiter. This requirement necessitates disclosure of identity of the executive, the employer and the recruiter. As indicated above, this disclosure may not be desirable. The executive may not desire risking his or her current employer becoming aware that he or she is seeking new opportunities. The employer may also desire non-disclosure of its identity if it is seeking to replace an employee currently holding a particular position, for example. Moreover, employers often do not want their competitors to know that they are looking to employ or replace an executive.

Recruiters fill this need of providing anonymity for both the executive and the employer. An executive can become aware of the employment positions through a recruiter without disclosing his or her identity to a potential employer. The employer, on the other hand, can also post employment positions with a recruiter without disclosing its identity to the potential employee. The problem with this method, however, is that the list of employment positions and the list of executives is limited to those with whom the specific recruiter has personal contact. Hence, the recruiter must

engage researchers to find and identify potential candidates from other companies, which is a time consuming and an expensive process.

There exists a need for a system and method that resolves the shortcomings of these methods.

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### Summary of the Invention

The present invention provides a comprehensive recruitment system and methods ("System") for matching employment opportunities with executives using the Internet.

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The System provides executives with a safe and anonymous way to conduct job searches. An executive can search available employment positions without the need to prepare a resume and without having to disclose his or her identity. A wide range of job and career support and information for executives is also provided with one-stop access to training and other helpful information that they can use to resolve business problems or to enhance their careers. The System also provides valuable online resources to executives within the context of function-specific communities, for example accounting community, sales and marketing community, etc.

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The System also provides various services to the small to mid-sized recruiting firms including instant access to a large pool of executives, related business-to-business services, and quality research services at a much lower price by aggregating and centralizing the research functions.

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A uniquely tailored questionnaire, an Executive Profile, is utilized to enhance matching executives with appropriate employment positions. The Executive Profile, the contents of which complements, rather than duplicates information that is generally included in a resume, is used to gather the information that a recruiter needs to evaluate management skills and experience while at the same time ensuring the anonymity of the executive. The accuracy of the match between the job opening and an executive is greatly improved by the use of the Executive Profile.

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In addition, the System provides automatic matching services to the executives and the recruiters. The System automatically checks new job postings with new Executive Profiles and automatically performs matching services. Thereafter, the

System notifies the appropriate parties while still maintaining the anonymity of the recruiter, the employer and the executive. The System provides the means for the executive to reply to the notification that he or she received as well.

Additionally, recruiters can search and review Executive Profiles that match their specific requirements without knowing the identity of the executive, their employer or their location. Executives can also search job postings without knowing the identity of the employer or the recruiter.

Furthermore, the System provides enhancement to the quality of the matching service by providing a means to verify the information provided by the executive and to add personal interview notes to the Executive's Profile.

#### Brief Description of the Drawings

These and other features will now be described with reference to the drawings summarized below. These drawings and the associated description are provided to illustrate a preferred embodiment of the invention, and not to limit the scope of the invention.

Figure 1 illustrates overview of the System.

Figure 2 illustrates a sample Executive Home Page.

Figure 3 illustrates a sample Recruiter Home Page.

#### Detailed Description of the Embodiments

In the following description, reference is made to the accompanying drawings, which form a part hereof, and which show, by way of illustration, specific embodiments or processes in which the invention may be practiced. Where possible, the same reference numbers are used throughout the drawings to refer to the same or like components. In some instances, numerous specific details are set forth in order to provide a thorough understanding of the present invention. The present invention, however, may be practiced without the specific details or with certain alternative equivalent components and methods to those described herein. In other instances, well-known methods and components have not been described in detail so as not to unnecessarily obscure aspects of the present invention.

Reference is also made to the Appendices 1, 2, 3 and 4 in which:

Appendix 1 illustrates an example Input Instruction Pages for the Accounting Community.

Appendix 2 illustrates an example Executive Profile.

5 Appendix 3 illustrates an example Database-Search Template.

Appendix 4 illustrates an example Job-Posting Template.

## I. SYSTEM OVERVIEW

10 Figure 1 illustrates overview of the System 100. The System 100 is a comprehensive recruitment system comprising a Resource Consultant Component 130, an Executive Component 140, Executive Profiles 145, a Recruiter Component 150, a Notification Component 170, an Executive Reply Component 180, an Employer Component 160, and a Database Component 190. A Main Home Page 120 provides access to the various components of the System. From the Main Home Page, a user can  
15 access other components to perform appropriate tasks.

The Resource Consultant Component 130 handles overall system functions. The Resource Consultant Component handles system functions, including handling all requests made to the System, and serves as the intermediary between the executives and the recruiters. For example, system functions include obtaining requirements for the  
20 employment positions, obtaining information regarding the Executives Profiles, and entering additional information obtained from interviews with executives whose Executive Profiles initially match with at least one employment position.

The Executive Component 140 allows executives to access the System to perform a variety of functions including accessing information regarding available  
25 employment positions and entering the executives' skills and experiences as Executive Profiles 145.

The Executive Profiles 145 allow gathering of relevant, job-specific information that facilitate effective matching of executives with employment positions. The Executive Profiles facilitate effective matching by enhancing the accuracy of matching  
30 the executives to the employment positions. The use of Executive Profiles greatly increases the probability of matching the most qualified executive to the appropriate job

opening since the Executive Profiles include detailed, job-specific data regarding the executive that typically are not included in a resume.

5 The Recruiter Component 150 allows recruiters to access the System to perform a variety of functions including entering information regarding available employment positions, and searching and selecting among executives.

The Employer Component 160 allows employers to access the System to perform a variety of functions including selecting and using recruiters.

10 The Notification Component 170 accesses the Database Component 190 and compares the employment positions with Executive Profiles 145. The Notification Component sends a notification to an executive whose Profile matches the employment positions without disclosing the identity of the potential employer to maintain anonymity.

15 The Executive Reply Component 180 allows the executive matched to an employment position by the System to respond to the notification that he or she received and to seek additional information regarding the matched employment position. The selected executive can respond to the notification without disclosing his or her identity to maintain anonymity.

20 The Database Component 190 stores all information including information on the employment positions, the Executive Profiles 145 and the additional information obtained from the interviews.

25 The invention provides dual anonymity for both the executive and the employer. The identity of the executive is not disclosed unless and until the executive releases or authorizes the release of his or her identity. Similarly, the identities of the recruiter and employer are not released unless and until the recruiter releases or authorizes the release of the recruiter's identity and the employer's identity. This dual anonymity feature enables the executive to seek employment opportunities in complete privacy and with the confidence that no one will know the executive's identity.

30 Likewise, the dual anonymity feature enables the recruiter to peruse the qualifications of the available candidates in complete privacy and with the confidence that no one will know the recruiter's identity or the identity of the employer. While the anonymity on the employer's side may not be as critical as it is on the executive's side,

such a feature can be critical to an employer attempting to replace key executives or wanting to keep the information from competitors, for example.

## II. RESOURCE CONSULTANT COMPONENT

5           The Resource Consultant Component 130 performs the system functions. Exemplary System functions serve as the intermediary between the executive and the recruiter, handle all requests made to the System, and maintain the contents of all other Components. These system functions, as well as other system functions, are performed via the Resource Consultant Component.

10           The various system functions can be performed by an automated process, by various persons, or by a combination of automated processes and persons. The persons designated to perform various assigned system functions are known as Resource Consultants. The performance of these functions as well as the allocation of tasks to various parties to perform these functions are completely customizable and can vary  
15           greatly to efficiently allocate resources, both computer resources as well as human resources.

          As an intermediary between the executive and the recruiter, the Resource Consultant Component 130 performs a variety of functions. For example, the Resource Consultant Component 130 requests resumes from the executives and provides  
20           additional details on any executive if requested by a recruiter by personally interviewing the executive and appending the notes from such interview to the Executive Profile 145. The Resource Consultant Component 130 acts as the intermediary to ensure anonymity to the executive, the recruiter, and the employer unless and until a mutual interest has been established and the disclosure of identities of the parties is authorized.

25           In the preferred embodiment, all requests made to the System 100 are handled via the Resource Consultant Component 130. An email request by an employer requesting a printed booklet on recruiting technique will be handled via the Resource Consultant Component, for example. The content and any changes or updates thereto, of all the components in the System 100 including the Executive Component 140, the  
30           Recruiter Component 150, the Employer Component 160, the Notification Component 170, the Executive Reply Component 180 and the Resource Consultant Component 130

are maintained through the Resource Consultant Component. Likewise, all data that can be entered via other components in the System 100 are accessible by the Resource Consultant Component as well. For example, Executive Profiles, resumes, text job description, and recorded job descriptions are all accessible by the Resource Consultant Component.

However, as in the case of some of the other components, access to various modules of the Consultant Resource Component 130 is controlled via the use of user ID and password. User ID and password are assigned to Resource Consultants to allow the Resource Consultants to access the Consultant Resource Component 130. The degree of access granted to any particular Resource Consultant is associated with the level of authority given to him. For example, a first Resource Consultant may only have access to modify and maintain the various Component Home Pages. A webmaster could be such a Resource Consultant. On the other hand, a second Resource Consultant may have complete access to all System functions. A systems manager could be such a Resource Consultant. By granting different levels of access to various Resource Consultants, the integrity of the data as well as the System itself can be pre-planned and maintained.

### III. EXECUTIVE COMPONENT

Figure 2 illustrates a sample Executive Home Page that provides access to the Executive Component 140. The Executive Component allows executives to access the System 100. An executive has access to a variety of resources via the Executive Component 140. Through the Executive Component 140, an executive can create, view and edit an Executive Profile 145, append a resume to his or her Executive Profile 145, apply for a particular job, access work-related bulletin board, and access a peer-supported question and answer chat board. The executive can also search the posted jobs, access a voice mailbox to hear job descriptions, and review job-related content as well as related support features, such as advice on resume preparation. The Executive Component also maintains statistics on job matches and the related details.

On initial access to the Executive Component 140, the executive selects a specific Community from a list of Communities. The Communities classify various



function categories and are used to segregate function-specific elements. For example, the Accounting Community will provide access to a bulletin board specific to accounting executives. The Sales and Marketing Community will provide access to a bulletin board specific to sales and marketing. Additionally, the specific Community will provide access to related content via links to such related web sites.

The Communities permit an executive to focus the time he or she spends on the Executive Component 140. The executive need not sort through and peruse unrelated or uninteresting web pages in order to arrive at relevant web pages. The Communities also make efficient use of the executive's time because the Executive Profiles 145 that the executive completes are customized to his or her functional discipline. For example, an accounting executive interfaces with accounting-specific input pages to create relevant Executive Profile. Appendix 1 illustrates an example Input Instruction Pages for the Accounting Community. The accounting-specific Input Instruction pages contain items specific to accounting functions and do not contain generic and unhelpful questions directed to job applicants in general. Such segregation of function-specific elements into Communities greatly streamlines both the executive's and the recruiter's time and increases the probability of a successful match of a job posting with a particular executive. It also permits marketing of services and products that are more focused on the needs and the responsibilities of the executives within the specific communities.

While not required to do so, an executive may choose to create an Executive Profile 145. As noted above, an Executive Profile is a detailed, function-specific questionnaire that captures the relevant, job-specific information that is eventually gathered during an interview process in a traditional job search process. The information gathered by the Executive Profiles is unique information that is not typically included in a resume and information that is, if at all, obtained during an effective pre-screening process or an interview. The Executive Profiles are customized and differentiated for different Communities to maximize their value and effectiveness in matching executives with job postings and are created upon completion of the Instruction Pages. Upon completing the Input Instruction Pages, the System creates an associated Executive Profile and assigns a unique number to the Executive Profile. An exemplary Executive Profile is shown as Appendix 2. The use of the Executive Profiles

saves time for all parties involved and greatly improves the effectiveness of the recruitment process.

Improvement in the recruitment process by the use of the Executive Profiles is further enhanced via the use of multiple designations of both the job titles and the industries. Job titles can be confusing and misleading since a similar position can have different titles at different companies. Furthermore, a particular job title can entail significantly different job responsibilities at different companies. For example, an executive can be serving as the chief financial person in his or her company while holding a title of VP Finance and Administration. In such a case, just listing his or her actual title of VP Finance and Administration would not accurately reflect the fact that the executive is actually serving the generic function of a Chief Financial Officer (CFO) in his or her current company. This type of miscategorization often leads to mismatches or ineffective matches. In a preferred embodiment, an executive is prompted to select a generic job title from a list provided by the System and also to provide an actual job title that the executive holds. If appropriate, the executive can select from the list provided by the System for both the generic and the actual job title. This dual designation of job titles ensures proper matching and avoids mismatches frequently resulting from the differing meanings attached to job titles.

In a similar fashion, the industry designation can be confusing as well. Moreover, a significant amount of overlap in the industries may contribute to the confusion. For example, the computer industry can encompass hardware, software, networking, e-commerce, and consumer electronics, with each of these categories further comprising subcategories. To further compound the confusion, an executive often possesses work experience in more than one industry. In a preferred embodiment, an executive is prompted to select a primary industry from a list provided by the System and to provide a specific industry that the executive feels is most appropriate. As in the case of job titles, the probability of proper matching is maximized and mismatches are minimized. Likewise, a recruiter specifies both a generic and an actual job title as well as a primary and a specific industry in posting a job description or searching the Executive Profiles.

The executive who completes an Executive Profile 145 will be able to store his or her Executive Profile in the Database 190 to enable the System to perform matching of job postings with his or her Executive Profile and to be notified when matches occur. However, regardless of whether or not he or she created an Executive Profile, the executive can search the job postings. If any job postings are of interest to him or her, the executive can select those job postings and request the Resource Consultant Component 130 to forward his or her resume to the appropriate recruiter. This request can be made via an email or a telephone call and will include the appropriate job code reference number associated with the particular job postings. On the other hand, the executive can complete an Executive Profile to forward only the job-specific details to the recruiter with no personal data, such as his or her name, address, or current employer being disclosed.

In addition to completing an Executive Profile 145, an executive may choose to append his or her existing resume to the Profile. Providing the resume is optional and is not required to use the System. The executive can choose an option to automatically forward the resume to the recruiter whose job posting matches the executive's Executive Profile.

The Executive Component 140 incorporates two levels of security. Certain features of the Executive Component require a user ID and a password to access while others do not. Features of the Executive Component which implicate some data personal to a particular executive require both a user ID and a password. For example, an executive will need both a user ID and a password to create or modify his or her Executive Profile since the Profile contains data personal and specific to him or her and no one else should be able to modify such data. Likewise, an executive will need a user ID and a password to append a resume to his or her Profile as well as to post questions on the chat board and to participate in the bulletin board.

On the other hand, certain other features do not require a user ID and a password to access. Features which do not implicate personal data do not require a user ID and a password to access. Such features include searching the posted jobs, listening to job descriptions, reviewing job-related content and related support features such as advice on resume preparation.

The executive can also access detailed statistics on the matches and current status of any of the on-going job search via the Executive Component 140. For example, the executive can obtain information on which positions have been matched with his or her Executive Profile 145 and what actions he or she took on those matches. As shown in Figure 2, the executive can see at a glance that one match is under consideration while he or she declined to pursue another match, for example.

An executive can also access the Executive Component 140 to establish personal contact with a Resource Consultant. Such contact can be made electronically via an email to the Resource Consultant Component 130 or via a telephone call. Likewise, the Resource Consultant Component 130 can respond to the contact via an email or via a telephone call. This feature is implemented to provide alternate channels of communication between the executive and the System 100.

Executive Profiles 145, bulletin board postings, questions and answer postings to the chat board are all stored on the Database Component 190.

#### IV. RECRUITER COMPONENT

Figure 4 illustrates a sample Recruiter Home Page. The Recruiter Component 150 allows recruiters to access the System 100. The access to the Recruiter Component is controlled, and a recruiter needs both a user ID and a password to gain access to the Recruiter Component of the System.

Upon accessing the Recruiter Component 150, the recruiter has variety of options. For example, the recruiter can post a text description of the job, make a voice recording of the job description, enter search criteria to match the job posting with the Executive Profiles 145, view Executive Profiles which matched the search criteria, select matched executives, access recruiter support services, and view related content.

The recruiter generally initiates a search for an executive by entering search criteria or by posting a text description of the job. The recruiter can enter the search criteria using a database-search template or can post a text description of the job using a job-posting template. If the recruiter posts a text description, he or she has an additional option to record a voice recording that provides additional details about the opportunity. An exemplary database-search template is shown as an Appendix 3 and an exemplary

job-posting template is shown as an Appendix 4. Both the database-search template and the job-posting template are used by the recruiter to describe particular employment opportunity. Upon completing a database-search template or a job-posting template, the recruiter obtains a job code reference number identifying the particular job opportunity.

5 The job code reference number is fully selectable and customizable by the recruiter.

The recruiter may choose to use a number that is internal to recruiter's operation. For example, the recruiter may already be tracking various employment opportunities using a requisition number uniquely identifying the recruiter's client employer and the particular assignment from the employer. In such situations, it is much more convenient and meaningful for the recruiter to be able to use the same requisition number to track the recruitment effort on the System. The System, in turn, checks and confirms that the job code reference number chosen by the recruiter is available for use by the recruiter to identify a particular employment opportunity.

15 The System verifies that the job code reference number chosen by the recruiter is unique since the number is used to track all activities related to that particular employment opportunity. For example, the job code reference number is the point of reference to which the matched executives can refer to find out additional details on the employment opportunity. Additionally, the unique job code reference number allows the recruiter to keep track of multiple employment opportunities at the same time. 20 Furthermore, the unique job code reference number facilitates reiterative database searches of the existing Executive Profiles. For example, a recruiter need not enter the same set of search criteria repeatedly each time he or she wants to search the Executive Profiles. The recruiter can enter the unique job code reference number to search the Executive Profiles subsequent days and to modify the search criteria, for example. 25 Being able to track an employment opportunity using a specific job code reference number greatly improves the recruiter's efficiency.

To facilitate searching the Executive Profiles stored on the Database 190, the recruiter can use the database-search template by entering the following searchable criteria, for example:

30 Functional Community = Accounting;

Job Title = Chief financial executive;

Industry Experience = Technology (Telecommunications);  
Skills and Experience = Five years SEC with recent IPO;  
Education & Qualifications = MBA, CPA;  
Salary = \$200,000 - \$250,000

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Specifying these search criteria will result in matching of all the executives whose Executive Profiles include these criteria. Obviously, the fewer the number of search criteria entered by the recruiter, the greater the number of Executive Profiles that will be matched. However, the list of the executives so matched can be over-inclusive and the  
10 matched result will be less accurate than the match resulting from using a larger number of search criteria.

Once the recruiter obtains a list of executives whose Executive Profile 145 matches the specified criteria of the job description, he or she can choose to send notifications automatically by the System 100 via an email to all executives whose  
15 Executive Profile match the specified search criteria without reviewing the matched list first and selecting therefrom or he or she may only send notifications to the selected executives. This automatic matching and notification are handled by the Notification Component 170 discussed below.

To facilitate posting a text job description, the recruiter can use the job-posting  
20 template by entering the following criteria, for example:

Job Title = Chief Accounting Manager (CFO)  
Salary = \$200,000 - \$250,000  
Industry = Technology (Telecommunications)  
Location = Chicago  
25 Company = A \$300 million manufacturer/distributor of telecommunications products specializing in the hospitality and Small Office/Home Office (SOHO) markets largely in the Great Lakes region.  
Responsibilities = Develop and implement marketing  
30 strategy.

Skills and Experience = Ten years mid-sized manufacturing company with a background in developing high tech marketing strategy of telecommunications products through international resellers. Requires fluency in English and French.

Education & Qualifications = MBA, CMA

As in the case of using the database-search template, specifying these search criteria will result in matching of all the executives whose Executive Profiles include these criteria.

Optionally, in addition to text description, the recruiter can choose to make a voice recording of the job description. If the recruiter chooses to make such a recording, the System connects the recruiter to a telephone voice mailbox. The recruiter can then make a new recording, change an existing recording or delete an existing recording of any job description that he or she recorded.

If the recruiter chooses to record a verbal job description, an executive will be able to hear as well as read a job description either through a voice mailbox accessed by their telephone or through a direct online computerized link if the executive's computer supports such voice data. Such added feature will provide a recruiter with an additional opportunity to promote a particular job posting or to highlight any special aspects of the job. Similarly, the executives have access to all the verbal job descriptions to aid them in their job search.

The Recruiter Component 150 also provides access to a variety of recruiter support services including research functions, establishing affiliations, accessing a recruiter-specific bulletin board, and viewing employment opportunities for recruiters.

A recruiter can access the Recruiter Component 150 to obtain support services such as research functions. Small to mid-sized recruiters are usually too small to develop and maintain sophisticated systems and substantial databases of candidates to fill open employment opportunities. Consequently, they either employ researchers in-house or employ independent researchers at considerable cost to find candidates for their clients. The Recruiter Component provides access to a Resource Consultant who will arrange for the appropriate research needs to be fulfilled at a much lower price.

Research functions can be achieved at a much lower price since the research functions are aggregated and centralized. This allows the small to mid-sized recruiters to more effectively compete with the large recruiting firms.

5 Additionally, recruiters can seek and establish various affiliations both nationally and internationally with other recruiters via the Recruiter Component 150, if they choose to do so. Affiliations can provide networking opportunities and peer support, for example. The recruiters can also access bulletin boards specifically utilized by recruiters for a variety of reasons such as to foster networking opportunities as well as to exchange information. Furthermore, the Recruiter Component will be a source of  
10 employment opportunities for the recruiters themselves because the Component provides access to a list of recruiter opportunities across the globe.

Furthermore, the recruiters also have access to view related content on the Recruiter Component Home Page. For example, the recruiter may access other related web sites via the provided links to access information such as interview questions list  
15 and industry salary surveys.

All information including text description of the job opening, the search criteria specific to any job postings, bulletin board postings, recruiter job opportunities, as well as email notifications to the executives will be stored on the Database Component 190. Any such changes to the information will result in appropriate updates to the database.  
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## V. NOTIFICATION COMPONENT

The Notification Component 170 is a component of the System 100 which performs the automatic matching process. As noted earlier, the matching of the job postings and the Executive Profiles 145 can be initiated manually by either the  
25 executive or by the recruiter. Manual matching occurs when either the executive or the recruiter initiates a search to find matches. On the other hand, the matching process can also be performed automatically by the System 100 via the Notification Component.

The automatic matching process is performed to provide the latest update to both the executive and the recruiter. Since the matching process is performed automatically  
30 on a periodic basis, both the executive and the recruiter will be assured of having the latest job posting being reviewed without specifically having to manually initiate a



search. The Notification Component 170 will automatically compare all new job postings with all Executive Profiles 145 and automatically notify the appropriate executive and the recruiter that a match was found. This will ensure that an existing Executive Profile will always be compared with any new job postings providing a great benefit and convenience to the executive. Likewise, this will also ensure that a recruiter's job posting will always be compared against any new Executive Profiles providing a great benefit and convenience to the recruiter. The period within which automatic comparison is performed can be set and modified by a Resource Consultant possessing the appropriated privilege.

The Notification Component 170 accesses the Database Component 190 to extract the new job postings and the new Executive Profiles posted since the last time a comparison was made. The Notification Component then compares the job postings and the Executive Profiles to find matches. Upon finding any matches, the Notification Component will automatically notify the appropriate executive and the recruiter.

## VI. EXECUTIVE REPLY COMPONENT

The Executive Reply Component 180 allows the executive selected by a recruiter to respond to the notification that he or she received. The Executive Reply Component also allows the selected executive to seek additional information regarding the matched employment position. The selected executive can respond to the notification without disclosing his or her identity to maintain anonymity.

As described above, the executives can be automatically notified by the Notification Component 170 if a recruiter selects the automatic notification option. On the other hand, if the recruiter does not select the automatic notification option, the recruiter can examine the matches and manually select the executives he or she wants the System 100 to notify. Once the recruiter makes such a selection, the Executive Reply Component 180 notifies manually-selected executives. The responses made by the executives to these notifications are also handled by the Executive Reply Component.

The Executive Reply Component 180 initially sends an email to the selected executives upon the recruiter's selection of the executive. The email informs the

receiving executive of the match and provides the executive with the job reference code number so that he or she can look up additional details in the text description and hear a recorded verbal job description, if a recording was made. The email will also inform the executive that his or her resume will automatically be forwarded to the recruiter if a resume has been provided and if the executive has previously checked off the automatic resume forwarding option. If the executive has not previously agreed to have his or her resume automatically forwarded, he or she is requested to call to discuss the employment opportunity with a Resource Consultant. If a resume is not on file, the Executive Reply Component 180 will request the executive to forward a resume to the System 100 if he or she is interested in pursuing the position and to call to discuss the job opportunity with a Resource Consultant.

After reading the email notification, the executive can choose to do nothing or can choose to pursue the position. If the executive chooses to pursue the position, he or she can authorize the release of his or her resume. The executive's authorization to release the resume will be transmitted to the System 100 by the Executive Reply Component 180.

Upon receiving a notification from the Executive Reply Component 180 that the executive is interested in pursuing the position, an email is sent to the executive requesting that the executive contact a Resource Consultant who will review the executive's resume and the Executive Profile 145 with the executive. This step ensures integrity and accuracy of the information provided by the executive to the System 100 to deliver high-quality matching services to the recruiters and to the executives.

## VII. EMPLOYER COMPONENT

The Employer Component 160 allows employers to access the System 100. The System provides a variety of resources to employers. An employer can learn about recruiting and interviewing techniques and can request additional information such as printed booklets outlining successful recruiting procedures and other helpful suggestions from the System. The request can be made to the System in a variety of ways including a phone call or an email. The System can likewise respond to the

request in a variety of ways including sending the appropriate booklet via an email or via regular mail.

The Employer Component 160 allows employers to access the System to select from a list of recruiters. The employer can make its own selection from the available list or can request assistance from the System in identifying and selecting an appropriate recruiter. The request can be made to the System and responded to by the System via an email, a fax, regular mail, or a telephone call.

#### VIII. DATABASE COMPONENT

All data created or modified on the System 100 including, for example, Executive Profiles 145, job postings, search criteria, bulletin board postings, and chat board questions and answers are stored on the Database Component 190. Any changes to these data will result in appropriate updates to the appropriate database record in the Database Component 190.

#### IX. CONCLUSION

Although the invention has been described in terms of certain preferred embodiments, other embodiments that will be apparent to those of ordinary skill in the art, including embodiments which do not provide all of the features and advantages set forth herein, are also within the scope of this invention. Accordingly, the scope of the invention is defined by the claims that follow. In the claims, a portion shall include greater than none and up to the whole of a thing; encryption of a thing shall include encryption of a portion of the thing. In method claims, reference characters are used for convenience of description only, and do not indicate a particular order for performing a method.

Home	Executives	Accounting Community	Accounting Community Input Page	Resume Help	Career Search Help	Privacy
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## Welcome to the Accounting Community Input Page

If you currently have or are looking for a position with one of the following job titles or one that is similar, you are in the right Community. If you do not see the job title, function or industry listed below, it may mean that you are not in the right Community. While this list is not all-inclusive, typical jobs that would be included in this Community would be in the following areas (Non-accounting positions in the insurance, commercial and investment banking industries are in the Finance Community.):

- Chief Financial Officer
- Chief Accountant
- Controller
- Vice President, Finance
- Accounting Manager
- Corporate Finance
- Treasurer
- Tax (management)
- Forecasting & Analysis (management)
- Finance Director

Before you begin to enter your personal data on this Profile, please be aware that we will be asking you to send your resume to us when you have completed your Profile. The following sections provide detailed instructions on each of the information that we need for your Profile. To help you to use your time more efficiently and to minimize the amount of time that you will spend online to enter the data that we need, we have prepared a text version of the instructions that you can print. This will enable you to more carefully consider how you complete the information.

Professional recruiters and our Resource Consultants will use your Profile to assist you in exploring new job opportunities. Section 1 contains all the details for your profile. It will be available to executive recruiters, ExecGlobalNet and, of course, you so that you can edit it in the future. Section 2 contains your Personal Contact Details. This information will only be available to you and ExecGlobalNet Resource Consultants. It will NOT be available to recruiters. We will assign a Candidate Code number to your Profile, which is what they will see instead of your Personal Contact Details.

Please complete all the information in Section 1 as they contain the basic pieces that recruiters need to know about you to make a preliminary determination as to whether you appear to have the skills and experience that their client needs. The Profile only reflects your key areas of

[illegible][illegible]

The following information forms the content of your Profile. When this information is completed, you will be able to view your Profile before sending it to TopSearch.

Job titles can be confusing since a similar job can have different titles at different companies. To simplify the matching process for recruiters, select your job title from the following list of generic titles in the left column and enter your actual job title in the column to the right. For example, if your job title is VP Finance or VP Finance and Administration, but you are the chief financial person in your company, select the generic job title Chief financial executive and then add your actual job title in the box to the right.

**Generic Job Title\***  
***Top Level Executive Positions***

- [illegible]

**THE**  
**NEW**  
**YORK**  
**PUBLIC**  
**LIBRARY**

- [illegible]

[illegible]

**Generic Job Title\***

- ~ Education (specify general field)
- ~ Finance - Other (specify expertise)
- ~ Insurance services (specify expertise)
- ~ Legal (specify expertise)
- ~ Real estate/property
- ~ Training
- ~ Other (specify expertise)

**Actual Job Title\***


**2. Industry Experience**

Indicate the industries where you believe you are most experienced. Most of us have experience in more than one industry and we know that the skills we learn in one industry are often transferable to another one. When you select a Primary Industry, you may clarify the industry sector or business in the column to the right. This is particularly important if you need to clarify or describe very precisely your experience. For example, your Primary Industry may be Media - Publishing and your Specific Industry or Business may be Publishing internet education products. In this example, you may also choose to show your Primary Industry as Media - Internet Content and again showing your Specific Industry or Business as Publishing internet education products.

Choose as many as five Primary Industry sectors from those that are listed below, showing the industry in which you are most experienced first:

	Primary Industry	Specific Industry or Business
1st*		
2nd		
3rd		
4th		
5th		

(Drop down menu in the Primary Industry in each of the five cells

Consumer (including Retail)

Consumer - Advertising & Communications

Consumer - Durables/Household/Building Products

Consumer - Food & Beverage Service

Consumer - Electronics & Appliances

Consumer - Fashion/Apparel

Consumer - Health & Beauty

Consumer - Hospitality/Leisure/Travel

Consumer - Packaged Goods

Construction

Energy (including Natural Resources)

Energy - Petroleum & Natural Gas

Energy - Utilities



Energy - Chemicals  
 Energy - Mining  
 Financial Services  
   Financial Services - Asset Management  
   Financial Services - Banking & Diversified Consumer Financial Services  
   Financial Services - Investment Banking/Capital Markets  
   Financial Services - Insurance  
   Financial Services - Operations & Technology  
   Financial Services - Real Estate/Commercial Property  
   Financial Services - Technology & Operations  
 Healthcare  
   Healthcare - Biotechnology  
   Healthcare - Health Care Delivery Services  
   Healthcare - Medical Devices & Diagnostics  
   Healthcare - OTC/Consumer Products  
   Healthcare - Pharmaceuticals  
 Industrial Manufacturing  
   Industrial - Aerospace  
   Industrial - Automotive  
   Industrial - Capital Equipment  
   Industrial - Metals/Fabrication  
   Industrial - Plastics & Raw Materials  
   Industrial - Paper/Packaging/Forest Products  
   Industrial - Supply Chain-Distribution/Transportation/Warehousing  
 Media (Communication of Information)  
   Media - Advertising/Communications/Direct Marketing  
   Media - Entertainment/Broadcasting/Cable  
   Media - Internet Content  
   Media - Publishing  
   Media - Telecommunications  
 Not-for-Profit/Government  
 Professional Services  
   Professional Services - Accounting/Tax/Financial Planning  
   Professional Services - General Management Consulting  
   Professional Services - HR/Recruiting/Benefits  
   Professional Services - Technical Services  
   Professional Services - Legal  
 Technology  
   Technology - Electrical/Electronics/Semiconductors  
   Technology - Internet Access/Website Development  
   Technology - IT Software  
   Technology - IT Hardware  
   Technology – Telecommunications

If you are looking to make a change from the industry in which you are currently working, please select up to five other industries you would consider and for which you believe that you are qualified:

	Primary Industry	Specific Industry or Business
1st*		
2nd		
3rd		
4th		
5th		

(Drop down menu in the Primary Industry in each of the five cells)

Consumer (including Retail)

- Consumer - Advertising & Communications
- Consumer - Durables/Household/Building Products
- Consumer - Food & Beverage Service
- Consumer - Electronics & Appliances
- Consumer - Fashion/Apparel
- Consumer - Health & Beauty
- Consumer - Hospitality/Leisure/Travel
- Consumer - Packaged Goods

Construction

Energy (including Natural Resources)

- Energy - Petroleum & Natural Gas
- Energy - Utilities
- Energy - Chemicals
- Energy - Mining

Financial Services

- Financial Services - Asset Management
- Financial Services - Banking & Diversified Consumer Financial Services
- Financial Services - Investment Banking/Capital Markets
- Financial Services - Insurance
- Financial Services - Operations & Technology
- Financial Services - Real Estate/Commercial Property
- Financial Services - Technology & Operations

Healthcare

- Healthcare - Biotechnology
- Healthcare - Health Care Delivery Services
- Healthcare - Medical Devices & Diagnostics
- Healthcare - OTC/Consumer Products
- Healthcare - Pharmaceuticals

Industrial Manufacturing

- Industrial - Aerospace
- Industrial - Automotive
- Industrial - Capital Equipment
- Industrial - Metals/Fabrication

Industrial - Plastics & Raw Materials  
 Industrial - Paper/Packaging/Forest Products  
 Industrial - Supply Chain-Distribution/Transportation/Warehousing  
 Media (Communication of Information)  
   Media - Advertising/Communications/Direct Marketing  
   Media - Entertainment/Broadcasting/Cable  
   Media - Internet Content  
   Media - Publishing  
   Media - Telecommunications  
 Not-for-Profit/Government  
 Professional Services  
   Professional Services - Accounting/Tax/Financial Planning  
   Professional Services - General Management Consulting  
   Professional Services - HR/Recruiting/Benefits  
   Professional Services - Technical Services  
   Professional Services - Legal  
 Technology  
   Technology - Electrical/Electronics/Semiconductors  
   Technology - Internet Access/Website Development  
   Technology - IT Software  
   Technology - IT Hardware  
   Technology - Telecommunications

### 3. Skills and Experience

Describe what you believe are the three most important skills and experience that you have developed. You can identify your skills by starting out saying, "I am good at...." "I am most experienced at..." "The major highlights of my career included..." Another way to identify your skills is to list two or three of your major achievements and then say, "What skills did I learn or use to accomplish these?..." Do not list traits, such as hard-working and pro-active, as these beg a subjective judgement which may not be the same as yours. Skills and experiences are based on facts and are always clearly supportable.

Some examples are:

- Fifteen years progressive financial management experience with at least five years SEC reporting experience and lead management involvement in an IPO.
- Ten years' experience managing multiple business units in the telecommunications field with Big 5 consulting firm experience.
- Key management responsibility for a new product rollout in the computer software industry selling banking ASP products through international channel marketing distributors.

Enter yours here, with the most important first (limiting your response to no more than 30 words each):

1st*	
2nd*	
3rd*	

Do you have international work experience? No ☐ Yes ☐ If yes, in what countries (separate names by commas)?

--

#### 4. Key Responsibilities

- a. The size of company in which you worked and the preferred size of company in which you want to work will help to match you to the appropriate job opportunity and will help recruiters to assess your match for their client. Please check the boxes indicating your experience and your preferences. Please put a check in all the boxes that apply:

Size of company	Your experience*	Your preference*
Under \$5 million	<input type="radio"/>	<input type="radio"/>
\$5 million to \$50 million	<input type="radio"/>	<input type="radio"/>
\$50 million to \$100 million	<input type="radio"/>	<input type="radio"/>
\$100 million to \$500 million	<input type="radio"/>	<input type="radio"/>
Over \$500 million	<input type="radio"/>	<input type="radio"/>

If the company in which you worked was a division or subsidiary of a larger corporation, what is the size of the total group?

Size of total group	Total group*
Under \$5 million	<input type="radio"/>
\$5 million to \$50 million	<input type="radio"/>
\$50 million to \$100 million	<input type="radio"/>
\$100 million to \$500 million	<input type="radio"/>
Over \$500 million	<input type="radio"/>

- b. What is the largest budget for which you have had responsibility (Check only one box)?

Size of budget	
N/A or None	<input type="radio"/>
Under \$1 million	<input type="radio"/>
\$1 million to \$5 million	<input type="radio"/>
\$5 million to \$25 million	<input type="radio"/>
\$25 million to \$100 million	<input type="radio"/>
\$100 million to \$500 million	<input type="radio"/>
Over \$500 million	<input type="radio"/>

- c. Indicate the size of the groups of people that reported to you both directly and indirectly by checking the boxes below. If your experience was varied, you may check more than one box in each column:

No. of people	Directly*	Indirectly*
Under 10	<input type="checkbox"/>	<input type="checkbox"/>
10 to 25	<input type="checkbox"/>	<input type="checkbox"/>
26 to 50	<input type="checkbox"/>	<input type="checkbox"/>
51 to 100	<input type="checkbox"/>	<input type="checkbox"/>
101 to 300	<input type="checkbox"/>	<input type="checkbox"/>
301 to 1,000	<input type="checkbox"/>	<input type="checkbox"/>
Over 1,000	<input type="checkbox"/>	<input type="checkbox"/>

## 5. Personal Style

Describe the way that you like to work or what you believe are your personal strengths. Your personal style is not skills that you learn, but rather it refers to your own personal preferences for the way you like to work, the type of environment in which you like to work, or the type of people with whom you like to work. They can usually be identified by saying, "I like..."

What you say - "I like being part of a team"

Bad description- "Team-player"

How you can phrase it - "Working as part of a team"

What you say - "I like being involved in what my subordinates are doing"

Bad description - "Hands-on manager"

How you can phrase it - "Works closely with staff."

List what you believe are your three most important personal styles:

1st*	
2nd*	
3rd*	

## 6. Education & Certifications

Indicate the highest education attainment you have achieved\*:

~ High school & equivalent ~ Two year college ~ BS/BA ~ MS/MA ~ MBA ~ Ph.D.

Indicate professional certifications (e.g., CPA)

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## 7. Salary

Recruiters need to know if the salary structure of their opportunity is one that you are likely to consider and, consequently, will want to know the details of your current salary, including bonus and commissions, before considering you for a specific opportunity.

The current salary range that you identify below is, therefore, only a statement of what you are currently making and it is **NOT** an indicator of what you should expect in another opportunity. Please click on the box beside the band that approximates your current total cash remuneration:

Indicate currency: ~ US dollar ~ Canadian dollar ~ Mexican peso

<input type="checkbox"/>	Band 1	Under 80,000
<input type="checkbox"/>	Band 2	80,001 - 100,000
<input type="checkbox"/>	Band 3	100,001 - 150,000
<input type="checkbox"/>	Band 4	150,001 - 200,000
<input type="checkbox"/>	Band 5	200,001 - 250,000
<input type="checkbox"/>	Band 6	250,001 - 300,000
<input type="checkbox"/>	Band 7	300,001 - 350,000
<input type="checkbox"/>	Bank 8	350,001 - 400,000
<input type="checkbox"/>	Band 9	400,001 - 450,000
<input type="checkbox"/>	Band 10	450,001 - 500,000
<input type="checkbox"/>	Band 11	Over 500,000
<input type="checkbox"/>	Declines to state	

## 8. Location

Indicate the location where you would prefer to work. The broader your choices, the more opportunities that you will be considered for. Choose from the following options:

- ~ No preference – Global consideration
- ~ Home country only
- ~ Home country preferences

If you checked Home country preferences, you'll need to indicate your preferences below. The following are some examples to help you determine your choices:

- Country regional – Pacific Southwest, Pacific Northwest, West, Northeast, Southeast, Midwest, Sun Belt, Great Lakes
- State / Province - California, New York, Texas, Ontario, Jalisco
- State / Province regional - Southern California, Dallas-Ft Worth, Silicon Valley
- County regional – Dade County, Orange County, Marin County
- City – Boston, Los Angeles, Atlanta, Chicago, San Jose, Toronto, Mexico City

Indicate your preferences below using the above guidelines.

1 <sup>st</sup> *	
2 <sup>nd</sup>	
3 <sup>rd</sup>	
4 <sup>th</sup>	

Would you consider an opportunity in a foreign country?\* No ☐ Yes ☐

If you checked Yes, please indicate where you would consider working internationally, being as precise as possible. Use a comma to separate each location (Examples are Canada, Central America, Brazil, Europe, Eastern Europe, England, Great Britain, UK, Asia, Far East, Middle East, Saudi Arabia. If you have no preference or would consider most locations, enter International.)

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## 9. Opportunities

The following information describes the employment situations that you would be interested in considering if the circumstances were right for you.

Would you consider:

- |   |  |
|---|--|
| Full time opportunities?  | <input type="radio"/> Yes <input type="radio"/> No |
| Part time opportunities?  | <input type="radio"/> Yes <input type="radio"/> No |
| Project or contract opportunities?  | <input type="radio"/> Yes <input type="radio"/> No |
| Opportunities that require a significant amount of domestic travel?                                   | <input type="radio"/> Yes <input type="radio"/> No |
| Opportunities that require a significant amount of travel to and working abroad in a foreign country? | <input type="radio"/> Yes <input type="radio"/> No |
| Working in a new venture or startup where part of your remuneration may be in equity?                 | <input type="radio"/> Yes <input type="radio"/> No |

When would you be available to start? (Assuming you agreed you wanted to be considered for an opportunity.)

Within: ☐ 30 days ☐ 60 days ☐ 90 days ☐ Over 90 days

This completes Section 1. The following section shows your Profile. This is what recruiters will be able to see about you.

Executive Profile for **Jzhn1234** (Your code will be unique to you)

**1. Job Title**

This person's current job title is:

Generic Job Title

Actual Job Title


The Job Title or Titles that this person would consider are:

Generic Job Titles	Actual Job Titles

**2. Industry Experience**

This person is experienced in the following industries and types of businesses.

	Primary Industry	Specific Industry or Business
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		

This person prefers opportunities in the following industries or types of businesses:

	Primary Industry	Specific Industry or Business
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		

**3. Skills and Experience**

This person believes that his or her three most important skills and experience are:

1st	
2nd	
3rd	

This person has international work experience in the following countries:

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**4. Key Responsibilities**



- a. This person has experience and interest in the following sizes of companies:

Size of company	Direct experience	Parent company (if different)	Preference
Under \$5 million	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$5 million to \$50 million	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$50 million to \$100 million	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$100 million to \$500 million	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Over \$500 million	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- b. The largest budget that this person has had responsibility for is:

Size of budget	
N/A or None	<input type="radio"/>
Under \$1 million	<input type="radio"/>
\$1 million to \$5 million	<input type="radio"/>
\$5 million to \$25 million	<input type="radio"/>
\$25 million to \$100 million	<input type="radio"/>
\$100 million to \$500 million	<input type="radio"/>
Over \$500 million	<input type="radio"/>

- c. This person has had the following numbers of people reporting to him or her:

No. of people	Directly	Indirectly
Under 10		
10 to 25		
26 to 50		
51 to 100		
101 to 300		
300 to 1,000		
Over 1,000		

## 5. Personal Style

This person believes that his or her three most important personal styles or ways of working are:

1st	
2nd	
3rd	

## 6. Education & Certifications

The highest education that this person has achieved is:

~ High school & equivalent ~ Two year college ~ BS/BA ~ MS/MA ~ MBA ~ Ph.D.

Professional certifications (e.g., CPA)

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## 7. Salary

This person's current salary range is as follows (Declines to state ~):

From		To	
------	--	----	--

Currency if not US \$: ~ Canadian \$ ~ Mexican peso ~ Other

## 8. Location

This person prefers the following work locations:

~ No preference – Global consideration

~ Home country only

~ Home country regional preferences:

1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	
4 <sup>th</sup>	

## 9. Opportunities

a. This Executive will consider the following types of opportunities:

Full time opportunities?	~ Yes	~ No
Part time opportunities?	~ Yes	~ No
Project or contract assignments?	~ Yes	~ No
Opportunities that require a significant amount of travel?	~ Yes	~ No
Opportunities that require foreign travel?	~ Yes	~ No
Working in a new venture or startup where part of their income may be in equity?	~ Yes	~ No

b. This person's minimum annual cash salary requirement is

c. This person would be able to start (assuming that he/she agrees to be considered for an opportunity) within: ~ 30 days ~ 60 days ~ 90 days ~ over 90 days

## Activity

Profile Prepared	<input type="text" value="3Jan01"/>	Updated	<input type="text" value="27Aug01"/>
Latest resume	<input type="text" value="5Jan01"/>	Latest notes	<input type="text" value="13Aug01"/>

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## Section 2

ExecGlobalNetResource Consultants will only use the information in this part when we need to contact or talk to you. It will never be available to anyone else without your permission. See [Privacy Statement](#) for further details.

## 1. Personal Contact Details

Name:

Title (e.g., Mr. Ms.)	First name	Middle initial or name	Last name
*	*		*
Address 1		*	
Address 2			
City/Town		*	
Zip/Postal code		*	
Telephone with area code		*	
Fax number with area code			
e-Mail address		*	

When we need to let you know about an opportunity or to review your information in more detail with you, how would you prefer that we contact you (please number your preferences in priority with number 1 being your first preference. Leave the box blank if you do not want us to use that method:

Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

## 2. Resume

Recruiters will enter their 'must have' requirements on a questionnaire similarly to how you complete your profile leaving the rest of the fields blank. If any item in your Profile matches one of their requirements, your entire profile will appear on screen. They will then be able to read it and, if they wish, print it out. Your confidentiality is assured because they will only see the coded reference number that will be assigned to you and they will not be able to identify you from your profile or your coded reference number.

If they contact us and want to see your resume, we will email you alerting you to this and send your resume to them if that is what you instruct us to do below. If you want us to email you to obtain your approval before releasing your resume, you must tell us below.

We would like to keep your resume on our database so that we can respond for you when a recruiter wants to see your resume. Recruiters will always be able to view your profile even if we do not have your resume on our database. If we do not have your resume on our database when a recruiter matches your profile with a job and you wish to be considered for the position, you will need to send your resume to us within ten days after you are notified by us.

If you are actively seeking new employment, we suggest that you authorize us to release your resume without first obtaining your permission. If you are not actively looking, but want to consider opportunities only when they come up, you should tell us not to release your resume until we send you an email about the opportunity and you tell us to release it. You may change your preference at any time by simply accessing your Profile on our database using your ID Code and password.

Do you want us to send your resume to recruiters without seeking your permission first?

Yes ☐ We will email you to let you know that your resume was sent in response to a request from a recruiter. A description of the job with which you were matched will appear on your Home Page.

No ☐ We will email you to let you know that a recruiter has requested your resume. A description of the job with which you were matched will appear on your Home Page. You must call us as soon as possible, but within ten working days, to discuss the opportunity to see if you are interested in responding. The sooner you call us, the sooner we can send your resume if that is what you want. If you delay any longer than ten days, it will probably be too late for you to be considered.

You can email your resume to us imbedded in your email message, or you can attach it as a Word or other word-processing formatted document. Alternatively, you can mail it to us and we will scan it.

Your resume will only be sent to recruiters electronically as we will not retain hard copies of it. Please be aware that recruiters often will ask you to mail your resume to them directly, even after they have already received it electronically from us.

Before you send your resume to us, be sure that it does not exceed two pages in length and the point size is not smaller than 10 cpi. Please limit the font to one that is in common usage, like Times Roman, and do **not** use italics or underlining. Limit the use of **bold** to highlight your name, employers and job titles.

If you have not yet completed your resume and you need help in preparing it, go to [Resume Help](#) for guidance. Recruiters will not be interested in interviewing you if you do not respond to their request for your resume within a few days.

### 3. Agreement

Have you read and understand the Privacy statement included in the Introduction page? If not, please click here to go to [Privacy](#) before checking this box. ☐ Yes ☐ No

Do you agree that when you authorize us to release your resume to a recruiter that you will agree to accept a telephone call from them to discuss the nature of the opportunity? ☐ Yes ☐ No

Do you agree that if you are contacted by a recruiter, you will sincerely consider being interviewed by them or an employer, that you will do so in good faith, and that you will seriously consider reasonable offers presented to you? (This does not mean that you are required to accept an offer if it is not right for you, but it does mean you represent that you will not go through the interviewing process if you really are not seriously interested in it.) ☐ Yes ☐ No

### 4. Contact

We would like to make information available to you that might be of interest to you. Would you please let us know your preferences for the following?

1. May we send you information by mail regarding updates and promotional offers that we believe might be of interest to you? o Yes o No
2. Do you want to receive information by mail from others regarding offers that we think might be of interest to you? o Yes o No
3. We plan to organize seminars, programs or other networking events that we sponsor or co-sponsor with others that we think might interest you. Do you want to receive information about these events? o Yes o No

If Yes, can we send it by email? o Yes o No  
 Can we send it by mail? o Yes o No

## 5. Options

You have an option as to what type of program you want. We offer a Passive and an Active level of service as described below:

**Passive** - The Passive option is a free service and is recommended if you want to remain in your job until the right opportunity arises and we notify you about it. You can access your Profile at any time by entering your I.D. Code and Password to edit your Profile and to see how many times your Profile was reviewed by recruitment consultants since you last checked in. Each time you access your Profile and see this information, the counter will automatically be cleared and will start counting again.

**Active** - The Active option is a premium service and is recommended if you are actively looking for a new position. This may be because you want to make a job change as soon as possible, have reason to believe that you are about to be unemployed, or are unemployed. The premium service includes the same service as for the Passive option plus the following:

1. Your Profile will identify the items in **Bold** that were matched in searches by recruiters since you last checked your Profile. The **Bold** will be reset to normal each time you access your Profile.

You can call our Resource Consultants to see what comments we might have from any recruiter who reviewed your resume. If we do not already have that information, we can attempt to find out.

The **Active** option is available for \$\_\_\_\_\_ a month and can be purchased with a credit card. You can stop it at any time by simply sending us an email or by calling us to cancel it. You can restart it at any time by emailing or calling us.

Please check the box to indicate which option you prefer:

☐ Inactive ☐ Go to Step 6

☐ **Active** If you choose this option, please enter your credit card details below.

You will not be charged until you have been on the database for one full month:

Type of card:	<b>Visa</b>	<b>Master Card</b>	<b>Discover Card</b>	<b>American Express</b>	<b>Debit Card</b>
---------------	-------------	------------------------	--------------------------	-----------------------------	-------------------

Card number (omit dashes):

Name on card  Expiration date 

<b>M</b>	<b>Y</b>
----------	----------

You will be given the opportunity to cancel this order before you send your details to TopSearch.

## 6. Paste Your Resume Here

Paste your resume here  
if you want us to keep it  
on our database:

Alternatively, send it by email here: Mailto: [Resumes@ExecGlobalNet.com](mailto:Resumes@ExecGlobalNet.com)

Alternatively, fax it to us at: 1-800-765-4321

Or, mail it to us at: ExecGlobalNet.com  
123 Main Street, Suite 1  
City, ST 12345-1234  
1-800-123-4567

If you have any questions, please contact us at 1-800-123-4567 or email your questions to us at [Profile.help@ExecGlobalNet.com](mailto:Profile.help@ExecGlobalNet.com)

We will acknowledge receipt of your Profile and may ask for clarification of any item if it is needed. When we receive your resume and link it to your Profile, we will acknowledge that we have received it and have linked it to your Profile. If any further questions arise, we will let you know.

Thank you for putting your trust in ExecGlobalNet.com and we hope that we can exceed your expectations. Help us to build our database by telling your friends about us and encouraging them to join.

When you send your Profile, we will assign an I.D Code and a Password. You may change your password at any future time.

**Send** Click here to submit your Profile (and Resume if included)

---

The following information is optional and you are under no obligation to complete it. We would like the information, however, so that we can prepare statistics on the profile of our database. The information will not be linked in any way to your Profile or resume.

Sex: ☐ Female ☐ Male

Age:

National origin: ☐ Caucasian ☐ African-American ☐ Native-American ☐ Arab-American ☐ Asian-American (sub-continent) ☐ Hispanic-American ☐ Oriental-American  
☐ Other

How did you find out about us?

- ☐ Friend recommended
- ☐ Link from another website
- ☐ Print advertisement
- ☐ Searching the web
- ☐ Read news article
- ☐ Other - describe

## Executive Profile for **Jzhn1234**

### 1. Job Title

This person's current job title is:

Generic Job Title

Actual Job Title


The Job Title or Titles that this person would consider are:

Generic Job Titles	Actual Job Titles

### 2. Industry Experience

This person is experienced in the following industries and types of businesses.

	Primary Industry	Specific Industry or Business
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		

This person prefers opportunities in the following industries or types of businesses:

	Primary Industry	Specific Industry or Business
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		

### 3. Skills and Experience

This person believes that his or her three most important skills and experience are:

1st	
2nd	
3rd	

This person has international work experience in the following countries:

--



#### 4. Key Responsibilities

a. This person has experience and interest in the following sizes of companies:

Size of company	Direct experience	Parent company (if different)	Preference
<b>I. UNDER \$5 MILLION</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$5 million to \$50 million	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$50 million to \$100 million	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$100 million to \$500 million	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Over \$500 million	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. The largest budget that this person has had responsibility for is:

Size of budget	
N/A or None	<input type="radio"/>
Under \$1 million	<input type="radio"/>
\$1 million to \$5 million	<input type="radio"/>
\$5 million to \$25 million	<input type="radio"/>
\$25 million to \$100 million	<input type="radio"/>
\$100 million to \$500 million	<input type="radio"/>
Over \$500 million	<input type="radio"/>

c. This person has had the following numbers of people reporting to him or her:

No. of people	Directly	Indirectly
<b>II. UNDER 10</b>		
10 to 25		
26 to 50		
51 to 100		
101 to 300		
300 to 1,000		
Over 1,000		

#### 5. Personal Style

This person believes that his or her three most important personal styles or ways of working are:

1st	
2nd	
3rd	

#### 6. Education & Certifications

The highest education that this person has achieved is:

~ High school & equivalent ~ Two year college ~ BS/BA ~ MS/MA ~ MBA ~ Ph.D.

Professional certifications (e.g., CPA)

--	--	--

## 7. Salary

This person's current salary range is as follows (Declines to state ~):

From		To	
------	--	----	--

Currency if not US \$: ~ Canadian \$ ~ Mexican peso ~ Other

## 8. Location

This person prefers the following work locations:

- ~ No preference – Global consideration
- ~ Home country only
- ~ Home country regional preferences:

1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	
4 <sup>th</sup>	

## 9. Opportunities

a. This Executive will consider the following types of opportunities:

- |  |       |      |
|--|-------|------|
| Full time opportunities?   | ~ Yes | ~ No |
| Part time opportunities?   | ~ Yes | ~ No |
| Project or contract assignments?   | ~ Yes | ~ No |
| Opportunities that require a significant amount of travel?                       | ~ Yes | ~ No |
| Opportunities that require foreign travel?                                       | ~ Yes | ~ No |
| Working in a new venture or startup where part of their income may be in equity? | ~ Yes | ~ No |

b. This person's minimum annual cash salary requirement is

c. This person would be able to start (assuming that he/she agrees to be considered for an opportunity) within: ~ 30 days ~ 60 days ~ 90 days ~ over 90 days

## Activity

Profile Prepared	3Jan99	Updated	27Aug00
Latest resume	5Jan99	Latest notes	13Dec00

- ~ I am not interested in this executive.
- ~ I am interested in knowing more about this executive and would like TopSearchUSA to review this person's resume and make some initial inquiries as to the accuracy of this Profile.

Welcome to **Searching the Profile Database.**

Enter your I.D.

Enter your Password

Enter a Unique Job Code Reference No.


## 1. Function

Choose functional areas by clicking on the selections below. You may choose as many as are appropriate for your search. The response to your search is based on exact matches. Consequently, if you select both Primary and Secondary for Accounting, Auditing &/or Tax, you will receive profiles on executives who checked either one.

Functional Area	Primary	Secondary
Accounting, Auditing &/or Tax	~	~
Consulting - Business/Management	~	~
Consulting - Technology	~	~
Engineering/Design	~	~
General Management	~	~
Finance & Control	~	~
Financial Services	~	~
Human Resources & Administration	~	~
Information Technology	~	~
Legal	~	~
Production	~	~
Sales and/or Marketing	~	~
Supply Chain - Logistics/Distribution/Procurement	~	~
Other – Describe <input type="text"/>	~	~

## 2. Job Titles

Job titles can be confusing since a similar job can have different titles at different companies. Select the job title from the following list of generic titles in the left column and enter the actual job title in the column to the right. For example, if the job title is VP Finance or VP Finance and Administration, but the position is the chief financial person in the company, select the generic job title Chief financial executive and then add the actual job title in the box to the right.

**Generic Job Title**  
**Top Level Executive Positions:**  
 ~ Chairman/Chair/Chairperson  
 ~ Chief executive (CEO)  
 ~ Chief financial executive  
 ~ Chief HR executive

Actual Job Title



Generic Job Title  
~ Other (specify expertise)

Actual Job Title

### 3. Industry Experience

Select the industry using the following drop down menu. You may list up to five different industry areas if you need to broaden your search. The Executive Profiles will show the following industries as Primary Industries and the Executive will have the option to include a more detailed description of their industry or business experience.

Industry Experience - Most important listed first	
1st	
2nd	
3rd	
4th	
5th	

(Drop down menu in each of the five cells)

#### Consumer (including Retail)

- Consumer - Advertising & Communications
- Consumer - Durables/Household/Building Products
- Consumer - Food & Beverage Service
- Consumer - Electronics & Appliances
- Consumer - Fashion/Apparel
- Consumer - Health & Beauty
- Consumer - Hospitality/Leisure/Travel
- Consumer - Packaged Goods

#### Construction

#### Energy (including Natural Resources)

- Energy - Petroleum & Natural Gas
- Energy - Utilities
- Energy - Chemicals
- Energy - Mining

#### Financial Services

- Financial Services - Asset Management
- Financial Services - Banking & Diversified Consumer Financial Services
- Financial Services - Investment Banking/Capital Markets
- Financial Services - Insurance
- Financial Services - Operations & Technology
- Financial Services - Real Estate/Commercial Property
- Financial Services - Technology & Operations

#### Healthcare

- Healthcare - Biotechnology
- Healthcare - Health Care Delivery Services
- Healthcare - Medical Devices & Diagnostics

Healthcare - OTC/Consumer Products  
 Healthcare - Pharmaceuticals  
 Industrial Manufacturing  
   Industrial - Aerospace  
   Industrial - Automotive  
   Industrial - Capital Equipment  
   Industrial - Metals/Fabrication  
   Industrial - Plastics & Raw Materials  
   Industrial - Packaging & Forest Products  
   Industrial - Paper/Packaging/Forest Products  
   Industrial - Supply Chain-Distribution/Transportation/Warehousing  
 Media (Communication of Information)  
   Media - Advertising/Communications/Direct Marketing  
   Media - Entertainment/Broadcasting/Cable  
   Media - Internet Content  
   Media - Publishing  
   Media - Telecommunications  
 Not-for-Profit/Government  
 Professional Services  
   Professional Services - Accounting/Tax/Financial Planning  
   Professional Services - General Management Consulting  
   Professional Services - HR/Recruiting/Benefits  
   Professional Services - Technical Services  
   Professional Services - Legal  
 Technology  
   Technology - Electrical/Electronics/Semiconductors  
   Technology - Internet Access/Website Development  
   Technology - IT Software  
   Technology - IT Hardware  
   Technology - Telecommunications

#### **4. Skills and Experience**

Describe the three most important technical or functional skills and experience that a candidate must have similarly to the following examples:

- Fifteen years progressive financial management experience with at least five years SEC reporting experience and lead management involvement in an IPO.
- Ten years' experience managing multiple business units in the telecommunications field with Big 5 consulting or large consulting firm experience.
- Key management responsibility for a new product rollout in the computer software industry selling banking ASP products through international channel marketing distributors.

Please list the most important first:

1st	
2nd	
3rd	

## 5. Education and Qualifications

Indicate the least amount of education that the candidate must have:

~ High school & equivalent ~ Two year college ~ BS/BA ~ MS/MA ~ MBA ~ Ph.D.

Required professional certifications (e.g., CPA)

## 6. Salary

What is the annual salary range that your client will consider. Executives below the From and above the To will not be selected (enter a number in the following style - 125,000).

From	<table border="1" style="width: 150px; height: 20px;"></table>	To	<table border="1" style="width: 150px; height: 20px;"></table>
------	--	----	--

**Submit**

## Welcome to Posting a Job Description.

This questionnaire summarizes the information that you must enter for a Job Description to be posted on TopSearch's website.

### 1. Job Title

Select a job title from the list below. First, select the Generic Job Title and then enter the actual job title that you want to use. The Generic Job Title is used to simplify candidate's searching for jobs that are appropriate to them and the Actual Job title is what will appear on the job posting.

Generic Job Title	Actual Job Title
<b>Top Level Executive Positions:</b>	
~ Chairman/Chair/Chairperson	
~ Chief executive (CEO)	
~ Chief financial executive	
~ Chief HR executive	
~ Chief information/technology executive	
~ Chief manufacturing/production executive	
~ Chief marketing executive	
~ Chief operations executive (COO)	
~ Chief sales executive	
~ Chief sales & marketing executive	
~ Chief supply chain executive	
~ Executive Director	
~ Executive Vice President	
~ President	
<b>Management positions:</b>	
~ Accounting manager	
~ Administrative manager	
~ Controller	
~ Division manager	
~ Engineering manager (specify expertise)	
~ Facilities manager	
~ Finance manager	
~ General manager	
~ HR services manager	
~ Information/Technology manager	
~ Internal Audit manager	
~ Logistics/Procurement manager	
~ Marketing manager	
~ Project manager	
~ Sales manager	
~ Sales and Marketing manager	



[illegible][illegible]

- ~ Accounting and auditing services
- ~ Consulting - Information technology
- ~ Consulting - Other (specify expertise)
- ~ Banking - Commercial
- ~ Banking - Investment
- ~ Education (specify general field)
- ~ Finance - Other (specify expertise)
- ~ Insurance services (specify expertise)
- ~ Legal (specify expertise)
- ~ Real estate/property
- ~ Training
- ~ Other (specify expertise)

Enter salary either as a package or within a range. The tighter the range the better. You may leave this space blank if you must, but we caution you that executives are much more likely to respond to a job opportunity if they know the salary range. Some examples you might choose to use are:

- Enter the salary or range here

Select the Primary Industry using the following drop down menu. In addition, you may enter a more detailed or clarifying description of the industry or business in the box to the right of the Primary Industry.

Consumer (including Retail)
Consumer - Advertising & Communications
Consumer - Durables/Household/Building Products
Consumer - Food & Beverage Service
Consumer - Electronics & Appliances
Consumer - Fashion/Apparel
Consumer - Health & Beauty
Consumer - Hospitality/Leisure/Travel
Consumer - Packaged Goods

Construction

Energy (including Natural Resources)

Energy - Petroleum & Natural Gas

Energy - Utilities

Energy - Mining

Financial Services

Financial Services - Asset Management

Financial Services - Banking & Diversified Consumer Financial Services

Financial Services - Investment Banking/Capital Markets

Financial Services - Insurance

Financial Services - Operations & Technology

Financial Services - Real Estate/Commercial Property

Financial Services - Technology & Operations

Healthcare

Healthcare - Biotechnology

Healthcare - Health Care Delivery Services

Healthcare - Medical Devices & Diagnostics

Healthcare - OTC/Consumer Products

Healthcare - Pharmaceuticals

Industrial (Manufacturing)

Industrial - Aerospace

Industrial - Automotive

Industrial - Capital Equipment

Industrial - Chemicals

Industrial - Metals/Fabrication

Industrial - Plastics & Raw Materials

Industrial - Packaging & Forest Products

Industrial - Paper/Packaging/Forest Products

Industrial - Supply Chain-Distribution/Transportation/Warehousing

Media (Communication of Information)

Media - Advertising/Communications/Direct Marketing

Media - Entertainment/Broadcasting/Cable

Media - Internet Content

Media - Publishing

Media - Telecommunications

Not-for-Profit/Government

Professional Services

Professional Services - Accounting/Tax/Financial Planning

Professional Services - General Management Consulting

Professional Services - HR/Recruiting/Benefits

Professional Services - Technical Services

Professional Services - Legal

Technology

Technology - Electrical/Electronics/Semiconductors

Technology - Internet Access/Website Development

Technology - IT Software

Technology - IT Hardware  
Technology - Telecommunications

#### 4. Location

Enter the general location using terms that will retain the confidentiality of your client. For example: US, West Coast, California, Southern California, Los Angeles, South Bay describes locations in progressively more restrictive terms. Try to use broader descriptions rather than be too specific.

#### 5. Company

Describe some details about the company in sufficient terms without compromising the company's identity. The executive reading the Job Description should be able to make a reasonable determination of company size, stage of development, nature of the business, type of products and the opportunity, so that they can decide if it is appropriate for them.

Some examples might be:

- A startup company that will promote, distribute and support industrial-strength open-source solutions in a potential \$3 billion market.
- A commercial and residential real estate leader for more than 30 years, managing a \$5 billion portfolio.
- A \$300 million manufacturer/distributor of telecommunications products specializing in the hospitality and Small Office/Home Office (SOHO) markets largely in the Great Lakes region.

Enter the details below, limiting your response to the space allotted (space limited to 30 words):

#### 6. Responsibilities

Describe what the executive will be doing in this job. Some examples are:

- Develop accounting policies and systems, financial reporting, internal controls, and 401k plan.
- Formulate HR strategy and implement associated policies and procedures for parent company, domestic divisions, and overseas subsidiaries.
- Develop and implement marketing strategy.
- Oversee day-to-day management of information technology group, including P&L, recruitment, training and software development.

Describe up to three key objectives here, limiting your response to approximately 30 words each:

1st	
2nd	
3rd	

## 7. Skills and Experience

Describe the key skills or areas of experience that the candidate needs to be considered for this opportunity.

Some examples:

- Ten years of management experience in a mid-sized manufacturing company with a background in marketing having responsibility for budgeting and new product rollouts in a European environment. Requires fluency in French and English.
- Fifteen years progressive financial management experience with at least five years SEC reporting experience and lead management involvement in an IPO.
- Fifteen years experience managing multiple business units in the telecommunications industry with Big 5 consulting or large consulting firm experience.

Describe up to three key areas of experience here, limiting your response to approximately 30 words each:

1st	
2nd	
3rd	

## 8. Education & Qualifications

Describe any education or professional qualifications that your client requires:

~ Two year college ~ BS/BA ~ MS/MA ~ MBA ~ Ph.D. ~ N/A

Professional qualifications (e.g., CPA, CFA, CIO, MHA). Separate by commas.

--

Enter your contact details so we can contact you with potential candidates or for clarification.  
This information will not be available to the executives who search for job opportunities.

Your name	First	M	Last
Your firm name			
Address 1			
Address 2			
City			
State/Province			
Zip/Post code			
Telephone with area code			
Fax with area code			
Your email address			

The information below is how your Job Description will appear. You may edit the information in the section below by changing the text fields shown here before you send it. You will always be able to re-enter the Website and, using your I.D. and Password, edit the Job Description:

Job Title	Generic	
	Actual	
Salary		
Industry-Primary		
Detailed Industry/Business		
Location		
Company		
Responsibilities		
Skills & Experience		
Education & Qualifications		

**Submit+**